



Do you represent an agency, community group, or business that promotes the development of children 0-5 in Sonoma County?

Here are materials to help you apply for a mini-grant. They include:

- An overview of First 5 Sonoma County
- Instructions regarding the application process
- A cover sheet
- An application with six simple narrative questions about your program
- A budget form





## MISSION

*The mission of First 5 Sonoma County is to maximize the healthy development of all Sonoma County children from the prenatal stage to age five through support, education, and advocacy.*

First 5 Sonoma County funds programs and services for Sonoma County children from the prenatal stage to age five and their families. First 5 is funded by the California Children and Families Act (Proposition 10). This Act was passed by California voters in November 1998. It placed a tax on tobacco products and brings in more than \$500 million per year for First 5 statewide.

First 5 in each county in California receives a share of this tax money based on how many babies are born in that county each year. Sonoma County's share is about \$4 million annually.

The California Children and Families Act says that First 5 dollars must be spent to promote, support, and improve the early development of children five years old and younger. First 5 Sonoma County does this by funding programs and services for young children and their families and by working to improve early childhood development.

First 5 Sonoma County began in December 1998 when the Sonoma County Board of Supervisors created the Sonoma County Children and Families Commission. The Commission has eight members and governs First 5 Sonoma County. It makes funding decisions and oversees funded programs and services.

## MINI-GRANT PROGRAM

First 5 Sonoma County's Mini-Grant Program provides small grants up to \$5,000. There is no minimum request. (Please see section F regarding limits on the size of requests.) If you receive a mini-grant, you will have approximately one year to complete your mini-grant project. Your mini-grant project must help First 5 Sonoma County achieve one or more of its objectives for 2010-2015 as explained in section A.

## A. COMMISSION GOALS AND OBJECTIVES

All funds given out under the Mini-Grant Program must be used for the development and nurturing of Sonoma County children from the prenatal stage to age five.

You may request funding for projects or programs that target one or more of the following goals and objectives. Your request should clearly specify which goal and objective your project addresses.

### **Goal 1: Ensure the Health and Healthy Development of Children**

Objective 1A: Increase the availability of high quality, accessible health care for children

Objective 1B: Increase early detection of, and intervention for, developmental concerns

### **Goal 2: Ensure Families Are Supported and Nurturing**

Objective 2A: Increase support for parents to strengthen their parenting capacity

Objective 2B: Increase support for parents to strengthen their family's literacy skills

### **Goal 3: Ensure That Early Care and Education (ECE) Is High Quality**

Objective 3A: Increase the availability of high quality early care and education

Objective 3B: Increase the capacity of early care and education providers to link their client families to appropriate health, mental health, substance abuse, and developmental services

### **Goal 4: Increase Integration of Systems and Effect Policy Change to Fill Gaps and Better Serve Children and Families**

#### Health Systems:

Objective 4A: Collaborate to identify successful strategies to reduce iron deficiency anemia

Objective 4B: Collaborate to increase the community's capacity to address children's oral health needs

#### Family Support Systems:

Objective 4C: Collaborate to identify, improve, and sustain high quality intervention and support for families with substance abuse, mental health, and domestic violence issues in order to reduce child abuse and neglect

Objective 4D: Collaborate to increase family economic self-sufficiency and reduce the impacts of poverty on children 0-5

#### Early Care and Education Systems

Objective 4E: Collaborate with the early care and education and K-3 systems to:

- Increase parents' engagement as partners in education and increase families' connection to related resources
- Increase alignment and articulation between early care and education and K-3
- Identify and increase institutionalization of successful school readiness strategies and programs

Objective 4F: Collaborate to increase alignment of systems of academic advancement for early care and education providers in Sonoma County

#### Advocacy

Objective 4G: Advocate for programs and policies that support children and families

## **Goal 5: Engage Entire Community to Support Achievement of First 5 Sonoma County Goals**

Objective 5A: Increase the awareness of parents and the community about:

- The needs of children 0-5 and their parents and caregivers
- Activities to support the optimal development of children 0-5
- First 5 Sonoma County and the nature and value of services/programs provided by its grantees and community partners

Objective 5B: Conduct social marketing to increase behaviors that support optimal child development

Objective 5C: Provide financial incentives for the community to implement projects that support First 5 Sonoma County goals

Objective 5D: Inform and engage the private sector to understand and value the high return on investments in early childhood

First 5 Sonoma County believes that making progress in these areas will result in our youngest children being better prepared when they enter school. Research shows that children who succeed in school succeed in life.

### **B. ELIGIBLE ACTIVITIES**

You may receive a mini-grant for the following types of activities:

- One-time events or pilot projects (mini-grants will not be awarded to support ongoing activities or regular staff positions.)
- Projects that address the needs of children ages 0 to 5 within specific populations and/or neighborhoods
- One-time purchase of curriculum materials or equipment, such as indoor or outdoor play equipment, books, or educational tools (Awards have typically not been made for the purchase of computer hardware or software.)
- Development of training(s) and/or enrollment in appropriate training opportunities (Awards have typically not been made for personal scholarships or to pay for regular academic coursework.)
- Technical assistance

### **C. ELIGIBILITY**

Applications will be accepted from:

- Agencies and individuals\* who have not submitted a successful mini-grant application in the past 24 months (see note below)
- Nonprofit or public organizations
- Community groups that are working with a non-profit, public institution, or private corporation that serves as their fiscal agent (manages the grant money and reporting activities)
- Private corporations or businesses
- Individuals\* who conduct activities that promote children's development

\*Applicants representing small and large family child care homes, preschools, and child care centers must use a child care or Gateway to Quality application form.

### **PLEASE NOTE:**

Agencies delivering services through multiple programs or at multiple sites may submit one application per funding cycle for each program or site that has not received a mini-grant in the past 24 months. Both the administrator of the agency and the site or program administrator must sign the application.

Agencies are also allowed one mini-grant application per application period for agency-wide projects or projects serving multiple sites or programs. The 24-month limit also applies to projects that are agency-wide or serve multiple sites or programs.

## **D. APPLICATION REQUIREMENTS**

Please submit **one (1) original and seven (7) copies of your proposal** to the address listed below. In order to be considered for funding, your proposal must include:

- A signed Application Cover Sheet with an original signature
- A completed Application Form (with attached narrative)
- A completed Budget Form (Please supply the details requested on the budget form; your application will not be funded if your application is not complete.)

Your application will be reviewed by seven reviewers. **Applications will not be reviewed if fewer than seven (7) copies are submitted with the original.**

Applications must be organized around one major theme or focus.

## **E. SUBMISSION DEADLINES**

There are two application periods each year: **June 1 – July 15** and **December 1 – January 15**. Applications must be submitted **by 5:00 p.m.** on the last day of each application period. If the 15<sup>th</sup> falls on a weekend or holiday, applications will be accepted until 5:00 p.m. on the next business day. **Late applications will not be accepted.**

Applications must be submitted by mail or hand delivery. **Faxed or e-mailed applications will not be accepted. Applications without an original signature on the cover sheet will not be accepted.**

**Mail or deliver applications to:** First 5 Sonoma County  
490 Mendocino Avenue, Suite 203  
Santa Rosa, CA 95401  
Attention: Mini-grant Program  
(707) 565-6612

Notification letters will be mailed within 30 days following the Commission meeting at which mini-grant applications are approved — usually the meetings in October (for June/July applications) and April (for December/January applications).

## **F. FUNDING LIMITS**

Agencies and individuals may request up to \$5,000

## G. SELECTION PROCESS

Your application will be reviewed by First 5 Sonoma County staff and the Mini- and Matching Grant Review Committee. The committee's recommendations will be presented to the Commission for final approval. Not all applications will be recommended for funding. Applications may be recommended for full or partial funding or no funding. More information or revisions may be requested.

## H. RESPONSIBILITIES OF GRANTEES

In order to receive mini-grant funding, you will be required to sign a contract agreement with the County of Sonoma and comply with all local, state, and federal laws and regulations.

If you receive a mini-grant, you must:

- Certify that funds received through the Sonoma County Children and Families Mini-Grant Program **will not be used to replace (or supplant) funding from other sources**
- Comply with the terms of the contract agreement
- Keep careful records to document authorized expenses
- Keep copies of receipts for each item purchased
- Submit a final expense report in a timely manner
- Not allow the use of tobacco products at your workplace
- Agree not to accept any funds from the tobacco industry, including event sponsorship and in-kind contributions
- Agree to consult with an evaluation consultant designated by the Commission if required

**If you do not comply with these responsibilities, you may be required to return your grant money, and you will not be considered for future funding.**

## I. APPLICATION EVALUATION AND AWARD PROCESS

First 5 Sonoma County will be looking for project applications that:

- Are from programs not previously funded
- Have a good project description and focus
- Address First 5 Sonoma County's objectives
- Provide the most impact (such as how many children are affected in relation to the amount of funds requested)
- Show that the applicant is well-qualified to carry out the project
- Are from applicants who successfully completed all prior grants from First 5 Sonoma County
- Allow us to fund projects throughout all regions of the county
- Comply with all eligibility requirements (see section C)

First 5 Sonoma County  
490 Mendocino Avenue, Suite 203  
Santa Rosa, CA 95401  
(707) 565-6612



**MINI-GRANT APPLICATION COVER SHEET FOR AGENCIES AND INDIVIDUALS\***

Amount Requested from First 5 Sonoma County: \_\_\_\_\_  
(This amount must be \$5,000 or less)

Project Name or Brief Description: \_\_\_\_\_

Tentative Project Start Date: \_\_\_\_\_  
(Please allow five months or more after the application deadline.)

Applicant Agency or Individual\*: \_\_\_\_\_

Applicant Street Address: \_\_\_\_\_

Applicant Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Contact Person/Title: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_

E-mail: \_\_\_\_\_

Tax ID Number of applicant or fiscal agent: \_\_\_\_\_

[Social Security #, Federal Employee Identification Number, or non-profit status, e.g. 501(c)3]

Please note: Mini-grant awards to individuals may constitute taxable income — please consult your tax preparer for further information.

**CERTIFICATION OF APPLICATION**

The Applicant Certifies:

To the best of my knowledge and belief, information in this application is true and correct. The application has been authorized by the governing board of the applying agency (if applicable). I understand that any materials created under this grant are public domain and may be used and/or reproduced by the State of California, the County of Sonoma Department of Health Services' Prevention and Planning Division and First 5 Sonoma County. I understand that this is a public document and open to public inspection.

Name \_\_\_\_\_ Signature: \_\_\_\_\_  
(Person authorized to bind this agreement)

Title: \_\_\_\_\_ Date: \_\_\_\_\_

\*Applicants representing small and large family child care homes, preschools, child care centers, or Head Start Programs must use the child care or Gateway to Quality application form.



## AGENCY MINI-GRANT APPLICATION FORM

*Please answer the following questions on additional sheets of paper. Number your responses to match the question number and label each page with your name and the project name. Please type or neatly print your responses. Limit the length of your responses as indicated.*

1. Have you previously received mini-grant funds from First 5 Sonoma County?\*
- Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, indicate each mini-grant application month and year and the amount received:

\_\_\_\_\_      \_\_\_\_\_      \$ \_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_      \$ \_\_\_\_\_  
month      year      amount      month      year      amount

\*If you are applying for an agency, please list previous mini-grants specific to the site(s) or program(s) for which you are applying.

2. Give a history of your organization and its capacity to undertake and complete the proposed project. (1/2 page limit)
3. Clearly state the purpose of your project and why it is needed. Which First 5 Sonoma County objective(s) does your project address? How does it address this (or these) objective(s)? See section A. (1 page limit)
4. Thoroughly describe your project. State WHAT you intend to do. Be sure to state 1) WHO will do the work, 2) WHERE it will take place, 3) HOW it will be accomplished, and 4) WHEN it will be done. Describe the expected RESULTS. (1 page limit)
5. Who will benefit from your project? How many individuals do you expect to reach? (Describe specifically who will benefit, i.e. age, gender, ethnicity, children with special needs, etc.) (1/2 page limit)
6. How will you measure the success of your project? Think about the positive effects of the changes you are making and how they might be measured. (1/2 page limit)



**AGENCY MINI-GRANT APPLICATION BUDGET FORM**

Please use this format to fully itemize your project’s budget. Use a separate sheet of paper if necessary (using the same format). Use only the budget categories needed for your project. Include actual tax and shipping charges. Attach detailed information for each item you are asking for in the grant. For example, provide a page copied from a catalog or website that describes the item and lists its price. Do not include indirect costs.

CATEGORY	UNIT COST	TOTAL AMOUNT
<b>Project Supplies and Materials*</b> Please attach bids, descriptions, and photos from a catalog or website to clearly identify the items you are requesting.		
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
<b>Other - please specify (Do not include indirect costs)</b>		
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
<b>TOTAL</b>		

Applicant Name \_\_\_\_\_ Signature: \_\_\_\_\_

\*If your project involves labor or installation (for example, assembling and installing new playground equipment), please describe who will do the work and whether it is paid or volunteer labor: \_\_\_\_\_

\_\_\_\_\_